

BID SUBMISSION INSTRUCTIONS

DELIVERY PROCEDURES TO FOLLOW DURING COVID-19 PANDEMIC

Bid documents may be delivered to the Department of Transportation and Development Headquarters building in Baton Rouge, LA at the address noted below by either hand, courier service or through the US Postal Service. During this time, while bids may still be delivered by US Postal Service, bidders are hereby warned that it is not the most viable option due to lengthy delivery times. Bids **MUST** still be received **before** the date and time set for receiving bid submissions as noted on the RFx hereof.

NOTE: The time set for receiving bids is Central Standard Time (CST).

HAND OR COURIER SERVICE DELIVERY:

For delivery by **HAND** or **COURIER SERVICE** to our physical location please clearly note, on the outside of the bid envelope, the company's name and complete address, RFx number and bid opening date as shown below. Bidders are hereby advised bids must be delivered to the **Security Desk** on the first floor of the main DOTD Headquarters building at the address noted below. Omission of the company name and complete address, RFx number and bid opening date could delay delivery of your bid and/or rejection if the bid is received after the opening deadline.

DOTD Procurement Section
Headquarters Administration
1201 Capitol Access Road
Baton Rouge, LA 70802

RFx No.: _____

Bid Opening Date: _____

Bidders are solely responsible for ensuring that the courier service provider makes inside deliveries to the security desk at our physical location. The DOTD Procurement Office is **NOT** responsible for any delays caused by the bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of bids. Failure to meet the bid opening date and time shall result in rejection of the bid.

U.S. POSTAL SERVICE DELIVERY:

For delivery by **US POSTAL SERVICE** to our P.O. Box please clearly note, on the outside of the bid envelope, the company's name and complete address, RFx number and bid opening date as shown below. Bidders are hereby advised that the U.S. Postal Service does not make deliveries to our physical location and this chosen means of delivery may cause the a delay in delivery during this time.

DOTD Procurement Section
Headquarters Administration
P.O. Box 94245
Baton Rouge, LA 70804-9245

RFx No.: _____

Bid Opening Date: _____

Bids mailed through the U.S. Postal Service to our Post Office Box are received at the Baton Rouge Main Post Office and are then picked up the Division of Administration, then routed to the DOTD, then to the Procurement Section; therefore, extra delivery time is needed in order for bids to be received. The DOTD Procurement Section is **NOT** responsible for any delays caused by the bidders chosen means of delivery. Bidder is solely responsible for the timely delivery of bids. Failure to meet the bid opening date and time shall result in rejection of the bid.